

Registration Substitution and Cancellation Policy

Substitution Policy

Replacement of a registered FBI-LEEDA attendee by a business colleague/co-worker will be accepted. A substitute registration form must be submitted for the replacement attendee. If the substitute's membership category is different from original registrant's, the registration fee difference will be charged.

Cancellation Policy

Cancellation of registration must be submitted via e-mail before end of business on Friday, March 30, 2018 in order to receive a refund less a \$50 USD registration cancellation processing fee. After end of business on Friday, March 30, 2018, no refunds will be granted. No refunds will be granted for no-shows.

Substitution or Cancellation Requests

Please submit substitution and cancellation requests in writing to lweber@fbileeda.org.